



USAID
FROM THE AMERICAN PEOPLE

PANAMA

SOL No. 525-09-003

ISSUANCE DATE: February 4, 2009

CLOSING DATE: February 16, 2009

SUBJECT: Solicitation for quotations to provide services as described in the attached statement of work.

To all Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking the services of a qualified professional to provide the following work. Further information regarding work location, expected deliverables, expected level of effort and more can be found on the attached statement of work.

Submission, including at a minimum a current resume, itemized cost breakdown, and references, shall be in accordance with the attached information and delivered to the undersigned in Panama City, Panama at the place and by the time specified. E-mail submissions are recommended and shall be sent to: ecampo@usaid.gov. To ensure delivery by the due date, please send documents as email attachments.

Issuance of this Request does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a proposal. This request is being issued in anticipation of funding being made available to USAID/Panama for this purpose.

Any questions regarding this solicitation should be directed to the above e-mail address.

Sincerely,

Elizabeth Campo
Executive Officer
USAID/Panama

Quotations for services should be directed to:
(Electronic copies are preferred)

Elizabeth Campo

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1. **SOLICITATION NUMBER:** 525-09-003
 2. **ISSUANCE DATE:** February 4, 2009
 3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:**
February 16, 2009 by 5:00 p.m. local Panama City, Panama time.
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STATEMENT OF WORK

USAID/Panama Community Youth-at-Risk Services Advisor (2)

I. Background

Panamanian authorities have confirmed the existence of as many as 100 youth gangs in Panama, whose members range in age from 13 to 25 years. They find refuge in the poor neighborhoods of Panama City and San Miguelito, in Colon on the north coast, and in David to the west. Increasing juvenile delinquency is contributing to a growing sense of insecurity in Panama, especially since statistics indicate that while juvenile committed crimes are a low percentage overall, the severity and violence of these crimes is much higher than those committed by older people.

The challenges facing young women and men in Panamanian society are worrisome. Few attend quality high schools. Job training and steady jobs are hard to come by. Many urban and rural youth are driven to seek identity and acceptance on the streets, where they fall victim to exploitive labor practices, drug trafficking and abuse, gang culture, and violence. Additionally, most gang membership and youth crimes in Panama are related to street drug trafficking – a particular problem given Panama's proximity to Colombia and location at the cross-roads of world commerce, which presents a ready-made distribution network supplying the drug trade in both the region and the United States – thus presenting a particularly attractive environment for organized and violent crime.

Currently, the most important Government of Panama (GOP) -led initiative on the topic of crime and citizen security is the Program of Integrated Security (PROSI – Programa de Seguridad Integral). Led by the Ministry of Government and Justice (MOGJ) in coordination with the Ministries of Education (MEDUCA) and Social Development (MIDES) and local authorities, PROSI aims to strengthen country-wide citizen security through institutional strengthening, crime prevention activities and a social awareness strategy.

II. Program Objectives

- USAID/Panama proposes launching an initiative in partnership with the Panamanian government, private sector, communities, faith based organizations, and municipalities to:
- Give gang vulnerable and at-risk youth the life skills and constructive alternatives required to help prevent them from accepting illicit jobs (drug trafficking) and “dirty money” as a precursor to gang membership.
- Work with current and former gang members to help them reintegrate into civil society through job training and entrepreneurship programs (re-integration) and the support network to discourage return to gang membership (recidivism).
- Strengthen the credibility and legitimacy of the police by fostering working relationships and collaboration between the police and the communities they serve.

Further, USAID/Panama proposes to:

- Assess the legal/judicial framework and practices that impact gang and youth-at-risk issues in Panama with respect to the Central American context and identify coping mechanisms that represent best practices from the region appropriate to Panama.
- Identify and disseminate strategies to help communities and the private sector improve cooperation between the police and communities and to integrate at-risk-youth into all aspects of community life.

III. Task

The purpose of this solicitation is to obtain the services of two (2) Community Youth-at-Risk Services Advisor to complete the following tasks:

- Design a new program to address the rural and urban components of reducing the demand for drugs and its concomitant youth-at-risk and gang/organized crime component, as well as the nexus between the two in Panama. Design of the program will be under the direction of the USAID/Panama Program Officer with the technical support of USAID/Panama staff and other USAID DG experts.
- The Community Youth-at-Risk Services Advisors will work together with a Senior Advisor (team leader) in developing the Community Youth-at-Risk project; who as a team will be responsible for designing and detailing the approaches, activities, requirements, and standards to ensure the needed integration of these areas in a draft RFP. This includes drafting relevant sections to ensure that the proposed concepts and approaches have appropriate civil society mechanisms to ensure more active and engaged participation by local communities.
- Work will include incorporating input from Panamanian sources, including government officials, educators, social service providers, police and others as deemed appropriate to provide the needed background, working environment and local capacities for the solicitation package. While meetings with these and others will have been accomplished during the sector assessment conducted prior to the design phase, some follow-up meetings may be necessary in order to provide a summary of their applicable efforts in the draft RFP.
- All submitted work documentation must be in both hard copy and electronic

form and be accepted by the Program Officer prior to payment authorization.

IV. Deliverables

Community Youth-at-Risk Design: provide draft sections of Activity Design Document (ADD) with budget, applicable waivers, requirements and standards; to the Team Leader for inclusion in a draft RFP for Mission consideration.

At a minimum, draft sections of the ADD will include:

Background and Overview

Overall Strategic Approach
Geographic Focus
Strategic Focus Areas

Program Framework

Result

- Overall expected outcome for Result:
- Performance Standards for Result

Expected Sub-Result

- Task
- Task

Performance Standards for Sub-Result

Expected Sub-Result

- Task
- Task

Performance Standards for Sub-Result

Guiding Principles and Approaches

Quality Assurance Surveillance Plan

Deliverables

Key Personnel

V. Supervision Received

Consultants will work under the supervision and guidance of the Program Officer and with a contracted activity design coordinator. Work submitted, including strategy and/or activity design, is subject to technical review by the coordinator.

VI. Location of Work

The majority of work will take place in Panama City, Panama and may include limited work at the Embassy compound during normal office hours; after hours access to USAID offices is restricted. All proposals are understood to include costs for workspace and other office/work needs. While working in USAID/Panama, the Mission will provide periodic meeting space and limited office supplies (for group presentations), and phone calls within Panama, the USAID building as well as to the Washington DC Metro area through the voice over internet system.

Costs for lodging and meals while in Panama or in the field are limited to the USG allowable per diem expenses for the designated cities/towns. Contractor is

responsible for providing all transportation to and from Panama; international transportation costs are limited to economy-class fares. Limited use of USAID/Embassy motor pool for within Panama travel may be available, but taxis may be more readily available.

VII. Level of Effort.

To complete the required deliverables, the estimated number of labor days will be of approximately 20 labor days (four weeks) approximately from March 2 to March 27, 2009, depending on contracting date. Virtual work may make up a component of labor days.

VIII. Payment Schedule

- a. 100% upon submission and approval of draft RFP/RFA for Community Youth-at-Risk activity by USAID/Panama

IX. Requirement for Position

- a. At least five years of experience successfully managing long term international development programs. Prior work experience developing and managing programs related to youth-at-risk services, violence prevention, gang prevention, conflict intervention, community response programs, and social program development in Latin America is preferred with other regions considered a plus
- b. Have the ability to understand the complex and politically sensitive U.S.- Government of Panama relationship as well as GOP politics and to synthesize and apply Panamanian economic, political, and cultural factors in making recommendations.
- c. Strong interpersonal skills with a demonstrated ability to work collegially with local and U.S. personnel ranging from senior management (with local and international partners) to technical level.
- d. A strong working knowledge of Spanish required (FSI 3/3); English writing skills required.